

## **Minutes of Courthouse Grounds & Facilities Committee**

February 24th, 2015

Present: Armstrong, Fox, Kincaid, Lorrige, Mileo, Saia, Trask, Van Hook

Absent: Campbell, Curtis, Liggett, Phillips, Schoonmaker

Staff present:

Mimi Greene, Staff Liaison

Captain Chuck Wyant, Commander, Courts Security

Meeting was called to order at 5:05 p.m. by Jeremiah Lorrige, Chair.

Jeremiah welcomed new Committee members Kate Trask, representing the Town of Leesburg, and Laurie Van Hook

### Approval of minutes:

Jeremiah called for a motion to approve the November 18th minutes.

Motion: John M.

Second: Gwen

For: 8

Against: 0

### New Business:

1. Application for Use – 25<sup>th</sup> Annual Leesburg Flower & Garden Festival

Jeremiah initiated discussion regarding the event. Suzanne said it was an awesome event which gets better every year. Chuck stated that assistance from the Sheriff's Office was not needed. Jeremiah asked how many people typically attended the festival and Chuck said between 35 to 75k over two days. John M. asked how large an area the festival covered and Kate clarified the boundaries and said the stage on the steps would be smaller this year. She said there would be a Beer Garden on the Town Green.

Jeremiah called for a motion to approve.

Motion: Suzanne  
Second: Stephanie  
For: 8  
Against: 0

## 2. Application for Use – Town of Leesburg Memorial Day Observance

Kate said the event was planned to last from 10 am to 12 pm and would involve about 300 people. She also said that use of the electricity would be needed. Jeremiah explained that the BOS policy was “no” but a waiver could be requested. He explained the waiver request process. He asked who the guest speaker would be and Kate said that decision had yet to be made.

Jeremiah called for a motion to approve.

Motion: Gwen  
Second: John M.  
For: 8  
Against: 0

## Old Business:

### 1. Barriers for North Plaza

Chuck gave the history of the project and said it was originally approved by the BAR in 1999. Former Major Noble had recommended the Viking design post w/ a notch, in keeping with the notch in the bricks of the building. The manufacturer can mix a powder-coated blend of paint to resemble slate. Chuck said now that the posts/paint color had been chosen, the project must go back to the BAR as a courtesy. Jeremiah asked if the plan specified which posts were removable and Chuck said yes. John M. asked how the removable posts would be removed. Chuck said by use of a key turn/plate mechanism on the post. John M. wondered if the installation has gone out to bid and Chuck said a COG (Council of Governments) approved contractor would be used at a reduced cost. Chuck said the choices for the posts were black or slate gray. Discussion ensued and slate gray was agreed upon.

Jeremiah called for a motion to approve the Viking post in slate gray.

Motion: Gwen

Second: Suzanne  
For: 8  
Against: 0

## 2. Discussion of By-laws (Article IV &V)

Discussion ensued on the role of Parliamentarian. Jeremiah pointed out that Sub-section A stated that the role could be filled by appointment of the Chair. Suzanne asked if an abbreviated version of Roberts Rules could be obtained and Jeremiah said that he had such a version and would distribute copies electronically to the committee. Discussion took place on the Article V section entitled, "Duties of Officers" and amendments were made to the language. Jeremiah suggested that a portion of the next few meetings be devoted to the remaining revisions. He requested that the group review Article VI, Sections A, B, & C for the March meeting.

Chuck presented an update on the recent incident of the car driving through the fence. He said that the female driver had a medical emergency, possibly a seizure, but that she and her child were okay. The car was still in drive when it hit the portico. Lt. McCartney has been tasked with looking into a cable system to be installed behind fence to prevent similar incidents. The cable is capable of stopping a semi at 30 mph. He said the cost of installation was \$18 per foot and it would be not attached to fence. He said he would try to provide photos at the next meeting.

Jeremiah called for a motion to adjourn.

Motion: John S.  
Second: Suzanne  
For: 8  
Against: 0

The meeting was adjourned at 6:00 pm.

Respectfully submitted,

Mimi Greene  
Staff Liaison